

Prasanta Chandra Mahalanobis Mahavidyalaya
Name of the Department: COMMERCE
Commerce Lesson Plan- 2020-21
CBCS Syllabus
SEMESTER – I Honours & Programme Course

	Hons/ Programme Course	Paper Name and Paper Code	TOPIC	Methods and materials	Methods of Evaluation	Number of classes allotted in hours	Name of the Teacher assigned
August to October	Hons Course	Financial Accounting I FACACOR01T	UNIT 1: INTRODUCTIO N UNIT 2: DETERMINATI ON OF BUSINESS INCOMES UNIT 3: INTRODUCTIO N TO ACCOUNTING STANDARDS AND ACCOUNTING THEORY	Offline lectures, Chalkboard splash, Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSME NT	UNIT 1: 05 hrs UNIT 2: 15 hrs UNIT 3: 15 hrs	Unit 1- BR Unit 2 DM Unit 3-SS
		Principles and Practice of Management FACACOR02T	Unit 1:Introduction Unit 2: Planning Unit 3: Organising	Offline lectures, Chalkboard splash, Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSME NT	UNIT 1: 20 hrs UNIT 2: 10 hrs UNIT 3: 20 hrs	Unit 1- PSD Unit 2-SS Unit 3- DM
		Business Economics FACHGEC01T					Economic s Departme nt
		Environmental studies ENVSAEC01T					Science Departme nt
	Programme Course	Financial Accounting I FACGCOR01T	UNIT 1: INTRODUCTIO N UNIT 2: DETERMINATI ON OF BUSINESS INCOMES UNIT 3: INTRODUCTIO N TO ACCOUNTING STANDARDS AND ACCOUNTING THEORY	Offline lectures, Chalkboard splash, Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSME NT	UNIT 1: 05 hrs UNIT 2: 15 hrs UNIT 3: 15 hrs	Unit 1- BR Unit 2 DM Unit 3- PSD
		Principles and Practice of Management FACGCOR02T	Unit 1:Introduction Unit 2: Planning Unit 3: Organising	Offline lectures, Chalkboard splash, Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSME NT	UNIT 1: 20 hrs UNIT 2: 10 hrs UNIT 3: 20 hrs	Unit 1- PSD Unit 2-SS Unit 3- DM
		English I ENGLCOR01T					English Departme nt
		Environmental Studies ENVSAEC01T					Science Departme nt
November to January	Hons. Course	Financial Accounting I FACACOR01T	UNIT 4: FINAL ACCOUNTS OF	Offline lectures, Chalkboard splash, Audio- visual Aids,	INTERNAL ASSESSME NT	UNIT4: 15 hrs	UNIT 4- PSD



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			<p>TRADING CONCERNS</p> <p>UNIT 5: FINANCIAL STATEMENTS OF INCOMPLETE RECORDS AND OF NON PROFIT ORGANISATIONS</p> <p>UNIT6:</p> <p>a)ACCOUNTING FOR SPECIAL SALES TRANSACTION</p> <p>b) SECTIONAL AND SELF BALANCING</p> <p>C) INSURANCE CLAIM FOR LOSS OF STOCK AND PROFIT</p>	<p>Google classroom, Google meet.</p> <p>Materials are provided from various text books, E books, academic and Government websites, research articles.</p>		<p>UNIT 5: 15hrs</p> <p>UNIT 6: 2 hrs</p>	<p>UNIT 5-DM</p> <p>UNIT 6-BR & SS</p>
		Principles and Practice of Management FACACOR02T	<p>Unit 4: Directing & Staffing</p> <p>Unit 5: Motivation, Co-ordination and Control</p>	<p>Offline lectures, Chalkboard splash, Audio- visual Aids, Google classroom, Google meet.</p> <p>Materials are provided from various text books, E books, academic and Government websites, research articles.</p>	INTERNAL ASSESSMENT	<p>UNIT 4: 20 hrs</p> <p>Unit 5: 20 hrs</p>	<p>UNIT 5-DM</p> <p>UNIT 6-PSD, SS</p>
		Business Economics FACHGEC01T					Economics Department
		Environmental studies ENVSAEC01T					Science Department
	Programme Course	Financial Accounting I FACACOR01T	<p>UNIT 4: FINAL ACCOUNTS OF TRADING CONCERNS</p> <p>UNIT 5: FINANCIAL STATEMENTS OF INCOMPLETE RECORDS AND OF NON PROFIT ORGANISATIONS</p> <p>UNIT6:</p> <p>a)ACCOUNTING FOR SPECIAL SALES TRANSACTION</p> <p>b) SECTIONAL AND SELF BALANCING</p> <p>C) INSURANCE CLAIM FOR LOSS OF STOCK AND PROFIT</p>	<p>Offline lectures, Chalkboard splash, Audio- visual Aids, Google classroom, Google meet.</p> <p>Materials are provided from various text books, E books, academic and Government websites, research articles.</p>	INTERNAL ASSESSMENT	<p>UNIT4: 15 hrs</p> <p>UNIT 5: 15hrs</p> <p>UNIT 6: 2 hrs</p>	<p>UNIT 4-PSD</p> <p>UNIT 5-DM</p> <p>UNIT 6-BR & SS</p>
		Principles and Practice of Management FACGCR02T	<p>Unit 4: Directing & Staffing</p> <p>Unit 5: Motivation, Co-ordination and Control</p>	<p>Offline lectures, Chalkboard splash, Audio- visual Aids, Google classroom, Google meet.</p> <p>Materials are provided from various text books, E books, academic and Government websites, research articles.</p>	INTERNAL ASSESSMENT	<p>UNIT 4: 20 hrs</p> <p>Unit 5: 20 hrs</p>	<p>UNIT 5-DM</p> <p>UNIT 6-PSD, SS</p>
		English I ENGLCOR01T					English Department

		Environmental Studies ENVSAEC01T					Science Department
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Suggested Reading

FINANCIAL ACCOUNTING I

Sukla, Grewal, Gupta: Advanced Accountancy Vol. I, S Chand
 R. L. Gupta & Radheswamy, Advanced Accountancy Vol. I, S. Chand
 Maheshwari & Maheshwari, Advanced Accountancy Vol. I, Vikash Publishing House Pvt. Ltd.
 Sehgal & Sehgal, Advanced Accountancy Vol. I, Taxman Publication
 B. Banerjee, Regulation of Corporate Accounting & Reporting in India, World Press.
 Hanif & Mukherjee, Financial Accounting, McGraw Hill
 Mukherjee & Mukherjee, Financial Accounting, Oxford Publishing House



PRINCIPLES AND PRACTICE OF MANAGEMENT

Drucker, P F, Management Challenges for the 21st Century, Butterworth, Oxford.
 Luthans, F, Organizational Behavior, McGraw Hill, New York.
 Tripathy, P C, Reddy, P N, Principles of Management, Tata McGraw Hill, New Delhi.
 Ravichandran, K, Nakkiran, S, Principles of Management, Avinash Paperbacks, Delhi.
 Jwalkar, Ghanekar & Bhivpathaki, Principles & Practice of Management, Everest Publishing

Semester III
Honours & Programme Course

Period	Hons/ Programme Course	Paper Name and Paper Code	TOPIC	Methods and materials	Methods of Evaluation	Number of classes allotted in hours	Name of the Teacher assigned
July- October	Hons Course	BUSINESS REGULATORY FRAMEWORK FACACOR05T	Unit 1: The Indian Contract Act, 1872 UNIT 2: The Sales of Goods Act, 1930. UNIT 3: The Partnership Laws 3A. The Partnership Act, 1932, 3B. The Limited Partnership Act, 2008.	Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSME NT	UNIT 1: 20 hrs UNIT 2: 10 hrs UNIT 3: 20 hrs	Unit 1-SS Unit 2-DM Unit 3 - BR
		DIRECT TAXATION FACACOR06T	Unit 1: Introduction Unit 2: Computation of Incomes under the heads: a) Salary b) Income from House Property Unit3: Computation of Incomes under the following heads of income: a) Profits and gains from business or profession b) Capital Gains c) Income from other sources	Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSME NT	UNIT1:15 hrs UNIT 2:45 hrs	Unit 1 SS Unit 2 a)PSD b)KPJ Unit3 a)PSD b)SS c)KPJ
		FINANCIAL ACCOUNTING II FACACOR07T	Unit 1: Partnership Accounts- I Unit 2: Partnership Accounts – II Unit-4: Hire Purchase and Instalment Payment System Unit-5: Departmental Accounts	Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSME NT	UNIT 1: 20 hrs UNIT 2: 25 hrs UNIT 4: 13 hrs UNIT 5: 10 hrs	Unit 1-KPJ Unit 2-PSD Unit 4 -DM Unit 5- SS
		BUSINESS COMMUNICAT ION & E- COMMERCE FACHGECO3T	Unit 1: Introduction Unit 2: Types of Communication Unit 4: Tools of Communication	Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and	INTERNAL ASSESSME NT	UNIT 1: 08 hrs UNIT 2: 08 hrs UNIT 4: 21 hrs	Unit 1&2-SS Unit 4-KPJ Unit 5 -DM Unit 6 - BR

			Unit 5: Introduction of E-Commerce Unit 6: E-commerce business models	Government websites, research articles.		UNIT 5: 10 hrs UNIT 6: 10 hrs	
		INFORMATION TECHNOLOGY & ITS BUSINESS APPLICATIONS FACSECO1M					Respective Departments
	Programme Course	BUSINESS REGULATORY FRAMEWORK FACGCOR05T	Unit 1: The Indian Contract Act,1872 UNIT 2: The Sales of Goods Act,1930. UNIT 3: The Partnership Laws 3A. The Partnership Act, 1932, 3B. The Limited Partnership Act, 2008.	Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSMENT	UNIT 1: 20 hrs UNIT 2: 10 hrs UNIT 3: 20 hrs	Unit 1-SS Unit 2-DM Unit 3 - BR
		INFORMATION TECHNOLOGY & ITS BUSINESS APPLICATIONS FACSECO1M					Respective Departments
		FINANCIAL ACCOUNTING II FACGCOR06T	Unit 1: Partnership Accounts- I Unit 2: Partnership Accounts – II Unit-4: Hire Purchase and Instalment Payment System Unit-5: Departmental Accounts	Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSMENT	UNIT 1: 20 hrs UNIT 2: 25 hrs UNIT 4: 13 hrs UNIT 5: 10 hrs	Unit 1-KPJ Unit 2-PSD Unit 4 -DM Unit 5- SS
Nov-Jan	Hons. Course	BUSINESS REGULATORY FRAMEWORK FACACOR05T	UNIT 4: The Negotiable Instrument Act,1881 UNIT 5: The Consumers Protection Act,1986 UNIT 6: Electronic Commerce Act, 1998	Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSMENT	UNIT 4: 20 hrs UNIT 5 10 hrs UNIT 6: 10 hrs	Unit 4 - SS Unit 5- DM Unit 6 - BR
		DIRECT TAXATION FACACOR06T	Unit 4: Computation of Total income and tax liability Unit 5: Assessment of Income	Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSMENT	UNIT 4: 20 hrs UNIT 5: 10 hrs	Unit 4 - SS&KPJ Unit 5 -PSD
		FINANCIAL ACCOUNTING II FACACOR07T	Unit 3: Branch Accounting Concept of Branch. Types of Branches. Synthetic Method Analytical Method Unit-4: Hire Purchase and Instalment(revision) Unit 1: Partnership Accounts- I	Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSMENT	UNIT 3: 10hrs	Unit 1-KPJ Unit 2&3- PSD Unit 4 -DM Unit 5&6- SS

			Unit 2: Partnership(revisi on) Unit-5: Departmental Accounts(revisio n) Unit 6:Investment Accounts				
		BUSINESS COMMUNICAT ION & E- COMMERCE FACHGECO3T	UNIT 3 : Tools of Communication UNIT 6: Digital Payment UNIT 7: New Trends in E- Commerce	Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSME NT v	UNIT 3: 08 hrs UNIT 6: 20 hrs UNIT 6: 05 hrs	Unit 3-SS Unit 6- KPJ&DM Unit 7 - BR
		INFORMATION TECHNOLOGY & ITS BUSINESS APPLICATIONS FACSSEC01M					Respective Departments
	Programme Course	BUSINESS REGULATORY FRAMEWORK FACGCOR05T	UNIT 4: The Negotiable Instrument Act,1881 UNIT 5: The Consumers Protection Act,1986 UNIT 6: Electronic Commerce Act, 1998	Offline lectures, Chalkboard splash, Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSME NT	UNIT 4: 20 hrs UNIT 5 10 hrs UNIT 6: 10 hrs	Unit 4 - SS Unit 5 – DM Unit 6 - BR
		INFORMATION TECHNOLOGY & ITS BUSINESS APPLICATIONS FACSSEC01M					Respective Departments
		FINANCIAL ACCOUNTING II FACGCOR06T	Unit 3: Branch Accounting Concept of Branch, Types of Branches. Synthetic Method Analytical Method Unit-4: Hire Purchase and Instalment(revisio n) Unit 1: Partnership Accounts- I Unit 2: Partnership(revisi on) Unit-5: Departmental Accounts(revisio n) Unit 6:Investment Accounts	Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSME NT	UNIT 3: 10hrs	Unit 1-KPJ Unit 2&3- PSD Unit 4 -DM Unit 5&6- SS

Recommended Text Books:

1) **BUSINESS REGULATORY FRAMEWORK**

-Das S.K. & Roy P., Business Regulatory Framework, OUP

-Gulsan S.S., Business Laws, Excel Books

-Roychowdhury, Bhattacharjee & Datta, Business Regulatory Framework, Elegant Publishers.

-Bhadra, Satpati and Mitra, Ainer Ruprekha (Bengali Version), Dishari.

2) **DIRECT TAXATION**


-Singhania V.K., and Singhania K, Direct Tax Law and Practice, Taxmann

-Sengupta, C.H., Direct & Indirect Taxes, Dey Book Concern.

3) **FINANCIAL ACCOUNTING II**

-Basu Amitabha, Principles and Applications of Accounting Vol. II, Tee Dee Publications.

-Hanif & Mukherjee, Financial Accounting Vol. II, McGraw Hill.


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4) BUSINESS COMMUNICATION & E-COMMERCE

-Chaturvedi & Chaturvedi, Business Communication : Concepts, Cases and Applications, Pearson
 -Dr. Debdulal Chatterjee, Dr. Chanchal Guha Roy, Sushil Mukherjee , E-Commerce & Business Communication. B.B. Kundu Grandson

Semester V
 Honours & Programme Course

	Hons/ Programme Course	Paper Name and Paper Code	TOPIC	Methods and materials	Methods of Evaluation	Number of classes allotted in hours	Name of the Teacher assigned
August to October	Hons Course	Auditing FACACOR011T	UNIT 1: INTRODUCTIO N UNIT 2: AUDIT OF COMPANIES	Offline lectures, Chalkboard splash, Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSME NT	UNIT 1: 20 hrs UNIT 2: 25 hrs	Unit 1- BR Unit 2 DM & SS
		Indian Financial System FACACOR012T	Unit 1:Financial System Unit 2: Financial Institution Unit 4:Investors' Protection	Offline lectures, Chalkboard splash, Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSME NT	UNIT 1: 10 hrs UNIT 2: 30 hrs UNIT 3: 10 hrs	Unit 1-SS Unit 2- SBC Unit 4- DM
		Banking & Insurance FACADSE01T	UNIT 1: INTRODUCTIO N UNIT 2: CHEQUES AND PAYING BANKER UNIT 3: BANK LENDING	Offline lectures, Chalkboard splash, Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSME NT	UNIT 1: 15 hrs UNIT 2: 15 hrs UNIT 3: 15 hrs	Unit 1-SS Unit 2-BR Unit 3- PSD
		Corporate Accounting FACADSE02T	UNIT 1: COMPANY FINAL ACCOUNTS UNIT 2: INTRODUCTIO NOF COMPANY AND ACCOUNTING FOR SHARES & DEBENTURES UNIT 3: BUY BACK OF SHARES & REDEPTION OF PREFERENCE SHARES UNIT 7: ACCOUNTING FOR HOLDING COMPANIES	Offline lectures, Chalkboard splash, Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSME NT	UNIT 1: 15 hrs UNIT 2: 15 hrs UNIT 3: 5 hrs UNIT 7: 12 hrs	Unit 1-BR Unit 2-SS Unit 3- DM Unit 7- PSD
	Programme Course	Auditing FACGCOR011T	UNIT 1: INTRODUCTIO N UNIT 2: AUDIT OF COMPANIES	Offline lectures, Chalkboard splash, Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books,	INTERNAL ASSESSME NT	UNIT 1: 20 hrs UNIT 2: 25 hrs	Unit 1- BR Unit 2 DM & SS

				academic and Government websites, research articles.			
		Entrepreneurship Development FACSSEC03M	Unit 1: Introduction Unit 2: Entrepreneurship and Micro, Small and Medium enterprises Unit 3: Sustainability of Entrepreneurship	Offline lectures, Chalkboard splash, Audio-visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSMENT	UNIT 1: 15 hrs UNIT 2: 15 hrs UNIT 3: 15 hrs	Unit 1-BR Unit 2-SS Unit 3-DM
		Banking & Insurance FACGDSE01T	UNIT 1: INTRODUCTION UNIT 2: CHEQUES AND PAYING BANKER UNIT 3: BANK LENDING	Offline lectures, Chalkboard splash, Audio-visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSMENT	UNIT 1: 15 hrs UNIT 2: 15 hrs UNIT 3: 15 hrs	Unit 1-SS Unit 2-BR Unit 3-PSD
		Corporate Accounting FACGDSE02T	UNIT 1: COMPANY FINAL ACCOUNTS UNIT 2: INTRODUCTION OF COMPANY AND ACCOUNTING FOR SHARES & DEBENTURES UNIT 3: BUY BACK OF SHARES & REDEMPTION OF PREFERENCE SHARES UNIT 7: ACCOUNTING FOR HOLDING COMPANIES	Offline lectures, Chalkboard splash, Audio-visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSMENT	UNIT 1: 15 hrs UNIT 2: 15 hrs UNIT 3: 5 hrs UNIT 7: 12 hrs	Unit 1-BR Unit 2-SS Unit 3-DM Unit 7-PSD
November to January	Hons. Course	Auditing FACACOR011T	UNIT 3: AUDIT REPORT & CERTIFICATE UNIT 4: AUDIT OF DIFFERENT INSTITUTIONS UNIT 5: SPECIAL AREAS OF AUDIT	Offline lectures, Chalkboard splash, Audio-visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSMENT	UNIT 3: 15 hrs UNIT 4: 15 hrs UNIT 5: 15 hrs	Unit 3-BR Unit 4-PSD Unit 5-SS
		Indian Financial System FACACOR012T	Unit 3: Financial Market Unit 5: Financial Services	Offline lectures, Chalkboard splash, Audio-visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSMENT	UNIT 3: 30 hrs UNIT 5: 10 hrs	Unit 3-SBC Unit 5-DM
		Banking & Insurance FACADSE01T	UNIT 4: Internet Banking UNIT 5: Insurance	Offline lectures, Chalkboard splash, Audio-visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and	INTERNAL ASSESSMENT	Unit 4: 30 hrs Unit 5: 15 hrs	Unit 4-DM Unit 5-PSD

				Government websites, research articles.			
		Corporate Accounting FACADSE02T	UNIT 4 : VALUATION OF GOODWILL & SHARES UNIT 5: AMALGAMATI ON, ABSORPTION UNIT 6 : LIQUIDATION OF COMPANIES	Offline lectures, Chalkboard splash, Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSME NT	Unit 4- 12hrs Unit 5-15 hrs Unit 6- 10hrs	Unit 4- PSD UNIT 5- DM Unit 6- SS
	Programme Course	Auditing FACGCOR011T	UNIT 3: AUDIT REPORT & CERTIFICATE UNIT 4: AUDIT OF DIFFERENT INSTITUTIONS UNIT 5: SPECIAL AREAS OF AUDIT	Offline lectures, Chalkboard splash, Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSME NT	UNIT 3: 15 hrs UNIT 4: 15 hrs UNIT 5: 15 hrs	Unit 3- BR Unit 4- PSD Unit 5- SS
		Entrepreneurship Development FACSSEC03M	Unit 5: Mobilisation of resources Unit 4: Sources of business ideas&tests of feasibility Unit 3: Sustainability of Entrepreneurship	Offline lectures, Chalkboard splash, Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSME NT	UNIT 5: 10 hrs UNIT 4: 10 hrs UNIT 3: 15 hrs	Unit 5-BR Unit 4-SS Unit 3- DM
		Banking & Insurance FACGDSE01T	UNIT 4: Internet Banking UNIT 5: Insurance	Offline lectures, Chalkboard splash, Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSME NT	Unit 4: 30 hrs Unit 5: 15 hrs	Unit 4- DM Unit 5- PSD
		Corporate Accounting FACGDSE02T	UNIT 4 : VALUATION OF GOODWILL & SHARES UNIT 5: AMALGAMATI ON, ABSORPTION UNIT 6 : LIQUIDATION OF COMPANIES	Offline lectures, Chalkboard splash, Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSME NT	Unit 4- 12hrs Unit 5-15 hrs Unit 6- 10hrs	Unit 4- PSD UNIT 5- DM Unit 6- SS

Suggested readings:

BANKING AND INSURANCE

Agarwal, O.P., Banking and Insurance, Himalaya Publishing House.
Satyadevi, C., Financial Services Banking and Insurance, S.Chand.
Saxena, G.S; Legal Aspects of Banking Operations, Sultan Chand and Sons.
Varshney, P.N., Banking Law and Practice, Sultan Chand and Sons.
JyotsnaSethi and Nishwan Bhatia, Elements of Banking and Insurance, PHI Learning.

CORPORATE ACCOUNTING

Sukla, Grewal, Gupta: Advanced Accountancy Vol. II, S Chand
Hanif & Mukherjee, Financial Accounting, Vol III , TMH
Frank Wood, Business Accounting Vol II, Pearson
V.K.Goyal, Corporate Accounting, Excel Books
 Rajasekaran, Corporate Accounting, Pearson
 Accounting Standards issued by ICAI


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Lesson Plan- 2020-21

Semester II Honours & Programme Course

Name of the Department: COMMERCE

Period	Hons/ Programme Course	Paper Name and Paper Code	TOPIC	Methods and materials	Methods of Evaluation	Number of classes allotted in hours	Name of the Teacher assigned
February- April	Hons Course	CMA 1 FACACOR03T	Unit 1: INTRODUCTION UNIT 2: Materials Material Costs UNIT 3: Labour Employee Cost And incentive systems UNIT 4: Overhead and Cost statement	Offline lectures, Chalkboard splash, Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSMENT	UNIT 1: 10 hrs UNIT 2: 10 hrs UNIT 3: 15 hrs UNIT 4: 20 hrs	Unit 1 - BR Unit 2,3 - KPJ Unit 4 - DM
		MMHRM FACACOR04T	Unit 1: Introduction to Marketing Management Unit 2: Product & Pricing Unit 4: Fundamentals of HRM UNIT 5 : Acquisition & Development of Human Resource	Offline lectures, Chalkboard splash, Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSMENT	UNIT 1: 15 hrs UNIT 2: 15 hrs UNIT 4: 15 hrs UNIT 5: 15 hrs	Unit 1 -SS Unit 2,4 - BR Unit 5- DM
		AECC 2 English/MIL					Respective Departments
		Business Maths & Stats					Respective Departments
	Programme Course	CMA FACGCR03T	Unit 1: INTRODUCTION UNIT 2: Materials Material Costs UNIT 3: Labour Employee Cost And incentive systems UNIT 4: Overhead and Cost statement	Offline lectures, Chalkboard splash, Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSMENT	UNIT 1: 10 hrs UNIT 2: 10 hrs UNIT 3: 15 hrs UNIT 4: 20 hrs	Unit 1 - BR Unit 2,3 - KPJ Unit 4 - DM
		AECC 2 English/MIL					Respective Departments
		Business Maths & Stats					Respective Departments
		Compulsory English for Arts & Commerce(LCC - II)					Respective Departments
May- June	Hons. Course	CMA 1 FACACOR03T	UNIT 5 : Cost Book keeping UNIT 6: Costing Methods	Offline lectures, Chalkboard splash, Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSMENT	UNIT 5: 10 hrs UNIT 6: 25 hrs	Unit-5 - BR Unit -6 – KPJ Unit 6 - DM
		MMHRM FACACOR04T	Unit 3: Physical Distribution & Promotion	Offline lectures, Chalkboard splash, Audio- visual Aids, Google classroom,	INTERNAL ASSESSMENT	UNIT 3: 15 hrs UNIT 6: 15 hrs	Unit -3 -SS Unit 6 -BR

			UNIT 6: Maintenance of Human Resource	Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.			Unit 5- (Revision) DM
		AECC 2 English/MIL					Respective Departments
		Business Maths & Stats					Respective Departments
	Programme Course	CMA FACGCOR03T	UNIT 5 : Cost Book keeping UNIT 6: Costing Methods	Offline lectures, Chalkboard splash, Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSMENT	UNIT 5: 10 hrs UNIT 6: 25 hrs	Unit-5 - BR Unit -6 – KPJ Unit 6 - DM
		AECC 2 English/MIL					Respective Departments
		Business Maths & Stats					Respective Departments
		Compulsory English for Arts & Commerce(LCC - II)					Respective Departments

Recommended Text Books:

1. Cost and Management Accounting(CMA & CMA I) - Amitabha Basu, Basu & Das
2. Marketing Management & Human Resource Management - Kotler & Keller, Sushil Mukherjee & Kallol Saha



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Lesson Plan- 2020-21

Semester IV Honours & Programme Course

Name of the Department: COMMERCE

Period	Hons/ Programme Course	Paper Name and Paper Code	TOPIC	Methods and materials	Methods of Evaluation	Number of classes allotted in hours	Name of the Teacher assigned
February -April	Hons Course	Company Law FACACOR08T	Unit 1: INTRODUCTIO N TO COMPANY UNIT 2: FORMATION OF A COMPANY UNIT 3: COMPANY ADMINISTRATI ON & MANAGEMENT	Offline lectures, Chalkboard splash, Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSME NT	UNIT 1: 20 hrs UNIT 2: 20 hrs UNIT 3: 15 hrs	Unit 1- DM Unit 2,3- SS
		Indirect Taxation FACACOR09T	Unit 1: GST: Basic concepts Unit 2: GST : supply Unit 3: GST: valuation, time & place of supply Unit 4: GST: Input Tax credit & Tax Liability	Offline lectures, Chalkboard splash, Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSME NT	UNIT 1: 10 hrs UNIT 2: 15 hrs UNIT 3: 20 hrs UNIT4: 15 hrs	Unit 1-SS Unit 2&3- BR Unit 4- KPJ
		Cost and Management Accounting II FACACOR10T	Unit 1: Activity Based Costing and Joint Product & By Product Unit 2: Budget & Budgetary control Unit 3: Standard Costing	Offline lectures, Chalkboard splash, Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSME NT	UNIT 1: 20 hrs UNIT 2: 15 hrs UNIT 3: 20 hrs	Unit 1&2- BR Unit 3- KPJ
		Entrepreneurshi p Development FACHGEC04T	Unit 1: Introduction Unit 2: Entrepreneurship and Micro, small and Medium Enterprises Unit 3: Sustainability of Entrepreneurship	Offline lectures, Chalkboard splash, Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSME NT	UNIT 1: 18 hrs UNIT 2: 18 hrs UNIT 3: 30 hrs	Unit 1&2- DM Unit 3- SS
		Tax Returns & Filing of Tax Returns FACHGEC04T	Unit 1 : Income Tax Returns	Offline lectures, Chalkboard splash, Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	PROJECT	Unit 1: 15 hrs	Unit 1- SS
	Programme Course	Tax Returns & Filing of Tax Returns FACHGEC04T	Unit 1 : Income Tax Returns	Offline lectures, Chalkboard splash, Audio- visual Aids, Google classroom, Google meet. Materials are provided from	PROJECT	Unit 1: 15 hrs.	Unit 1- SS

				various text books, E books, academic and Government websites, research articles.			
		Direct & Indirect Taxation FACGCOR07T	Module I: Income Tax Unit 1:a) Basic concepts b)Residential Status C) Exempted Incomes Unit 2: Computation of taxable events Unit 3: Profits & Gains Unit 4: Set off and carry forward of losses Module II: Goods & Service Tax Unit 6: Concept, GST council, Structure, Types, Rates & Registration	Offline lectures, Chalkboard splash, Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSMENT	UNIT 1: 15 hrs UNIT 2: 20 hrs UNIT 3: 20 hrs Unit 6: 7hrs.	Unit 1,2,3 & 6- KPJ& SS
		Business Economics FACGCOR08T					Economics Department
		Modern Indian Language- 2 ENGLCOR04M					English Department
May-June	Hons. Course	Company Law FACACOR08T	UNIT 4: SHARE CAPITAL & DEBENTURES UNIT 5: CORPORATE MEETINGS	Offline lectures, Chalkboard splash, Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSMENT	UNIT4: 15 hrs UNIT 5: 20 hrs	UNIT 4-SS UNIT 5-DM
		Indirect Taxation FACACOR09T	Unit 5: GST: Registration & Returns Unit 6: Customs	Offline lectures, Chalkboard splash, Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSMENT	UNIT 5: 10 hrs Unit 6: 20 hrs	UNIT 5-SS UNIT 6-PSD
		Cost and Management Accounting FACACOR10T	Unit 4: CVP Analysis, Marginal Costing Unit 5: Short term decision- making	Offline lectures, Chalkboard splash, Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSMENT	UNIT4: 20 hrs UNIT 5: 15 hrs	UNIT 4&5-PSD
		Entrepreneurship Development FACHGEC04T	Unit 4: Sources of business ideas and tests of feasibility Unit 5: Mobilization of Resources	Offline lectures, Chalkboard splash, Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSMENT	UNIT4: 12 hrs UNIT 5: 12 hrs	UNIT4-DM UNIT5-SS

		Tax Returns & Filing of Tax Returns FACHGEC04T	Unit 2: E- filing of Tax Returns	Offline lectures, Chalkboard splash, Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	Project	Unit 2: 30 hrs.	UNIT2- PSD
	Programme Course	Tax Returns & Filing of Tax Returns FACHGEC04T	Unit 2: E- filing of Tax Returns	Offline lectures, Chalkboard splash, Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	Project	Unit 2: 30 hrs.	UNIT2- PSD
		Direct & Indirect Taxation FACGCOR07T	Unit 4: Set off & carry forward Unit 5: Filing of Returns Unit 6: GST: Different meanings, Input Tax, Reverse Charge, Composition Levy, Payment of GST & Filing of returns	Offline lectures, Chalkboard splash, Audio- visual Aids, Google classroom, Google meet. Materials are provided from various text books, E books, academic and Government websites, research articles.	INTERNAL ASSESSMENT	Unit 4: 15 hrs. Unit 5: 5 hrs. Unit 6: 8 hrs.	UNIT 4&5- PSD UNIT 6- KPJ
		Business Economics FACGCOR08T					Economics Department
		Modern Indian Language- 2 ENGLCOR04M					English Department

Recommended Text Books:

3. Company Law - D.L. Dutta
4. Company Law - Bhadra & Satpati
5. Taxation - II -Dr. C.H. Sengupta
6. Systematic Approach to GST - Ahuja & Gupta
7. Cost and Management Accounting - Amitabha Basu
8. Cost and Management Accounting - Basu & Das
9. Cost and Management Accounting - J.K .Mitra
10. Entrepreneurship Development - Chandra & Biswas
11. Entrepreneurship Development - Mukherjee & Roy
12. Simplified Approach to Direct & Indirect Taxes - Dr. C.H. Sengupta



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Prasanta Chandra Mahalanobis Mahavidyalaya
Lesson Plan- 2020-21
Semester VI Honours & Programme Course
Name of the Department: COMMERCE

Period	Hons/ Programme Course	Paper Name and Paper Code	Topics	Methods and materials	Methods of Evaluation	Number of classes allotted in hours	Name of the Teacher assigned
Feb-April	Hons.	FINANCIAL MANAGEMENT (FACACOR13T)	Unit-1 A- Financial Management an Overview B- Concepts of Value and Return Unit-2 Sources of Finance and Cost of Capital Unit-3 A- Leverage B- Theories of Capital Structure Unit-5 Capital Expenditure Decisions (1) Capital Expenditure Decisions (2)	Lectures, Chalkboard Splash, Audio Visual Aids, Google Classroom, Google Meet. Materials are provided from various text books, e books, academic and government websites; research articles etc.	Internal Assessment	60 hours	Unit-1&2-BR Unit-3-DM Unit -5- PSD
		RESEARCH METHODS & PROJECT WORK (FACACOR14T)	Module – 1 :Research Methodology Module – 2: Project Work	Materials are provided from various text books, e books, academic and government websites; research articles etc.	Project	30 hours	Economics Departm ent PSD, BR & DM
		FINANCIAL STATEMENT ANALYSIS (FACADSE07T)	Unit-1 Introduction to Financial Statements Analysis Unit-2 Ratios for FSA Unit-3 Fund Flow and Cash Flow Statements UNIT 4: Equity Analysis	Lectures, Chalkboard Splash, Audio Visual Aids, Google Classroom, Google Meet. Materials are provided from various text books, e books, academic and government websites; research articles etc.	Internal Assessment	60 hours	Unit -1-BR Unit -2 - KPJ Unit -3 -SS Unit - 4-PSD

		BUSINESS ETHICS & CORPORATE GOVERNANCE (FACADSE08T)	Module I :Business Ethics Unit1: Introduction Unit 2 : Social Aspects of Business Ethics Unit 3: Managing Ethical Dilemmas Module II Corporate Governance Unit 1: Framework of Corporate Governance in India Unit 2: Major Corporate Scandals in India and Whistle-blowing policy	Lectures, Chalkboard Splash, Audio Visual Aids, Google Classroom, Google Meet. Materials are provided from various text books, e books, academic and government websites; research articles etc.	Internal Assessment	60 hours	Module I :Business Ethics Unit -1&2 – SS Unit - 3 - DM Module II Corporate Governance Unit 1&2-BR
	Programme Course	MARKETING MNGT AND HUMAN RESOURCE MNGT (FACGGEC02T)	Unit – 1: Introduction to Marketing Management Unit – 2 : Product & Pricing Unit – 3 : Physical Distribution & Promotion Unit – 4 : Fundamentals of HRM Unit – 5 : Acquisition & Development of Human Resource Unit – 6 : Maintenance of Human Resource	Lectures, Chalkboard Splash, Audio Visual Aids, Google Classroom, Google Meet. Materials are provided from various text books, e books, academic and government websites; research articles etc.	Internal Assessment	60 hours	Unit - 1&3 -SS Unit -2&4 – BR Unit - 5&6 -DM
		BUSINESS COMMUNICATION & E-COMMERCE (FACSSEC04M)	Module I Business Communication Unit-1. Introduction Unit-2 Types of Communication Unit-3 Tools of Communication Unit-4- Drafting Module II E-Commerce Unit-5 Introduction Unit-6 E-commerce business models Unit-7 Digital Payment Unit-8 New Trends in E-Commerce	Lectures, Chalkboard Splash, Audio Visual Aids, Google Classroom, Google Meet. Materials are provided from various text books, e books, academic and government websites; research articles etc.	Internal Assessment	30 hours	Unit - 1,2, 3&4 – KPJ Unit – 5,6,7&8 - BR
		FINANCIAL STATEMENT ANALYSIS (FACGDSE07T)	Unit-1 Introduction to Financial Statements Analysis Unit-2 Ratios for FSA Unit-3 Fund Flow and Cash Flow Statements UNIT 4: Equity Analysis	Lectures, Chalkboard Splash, Audio Visual Aids, Google Classroom, Google Meet. Materials are provided from various text books, e books, academic and government websites; research articles etc.	Internal Assessment	60 hours	Unit -1-BR Unit -2 - KPJ Unit -3 -SS Unit - 4-PSD
		BUSINESS ETHICS & CORPORATE GOVERNANCE (FACGDSE08T)	Module I :Business Ethics Unit1: Introduction Unit 2 : Social Aspects of Business Ethics Unit 3: Managing Ethical Dilemmas Module II Corporate Governance Unit 1: Framework of Corporate Governance in India Unit 2:	Lectures, Chalkboard Splash, Audio Visual Aids, Google Classroom, Google Meet. Materials are provided from various text books, e books, academic and government websites; research articles etc.	Internal Assessment	60 hours	Module I :Business Ethics Unit -1&2 – SS Unit - 3 - DM Module II Corporate Governance Unit 1&2-BR

			Major Corporate Scandals in India and Whistle-blowing policy				
May-June	Hons.	FINANCIAL MANAGEMENT (FACACOR13T)	Unit-2 Sources of Finance and Cost of Capital Unit-4 Working Capital Management Unit-6 Dividend Decisions		Internal Assessment	30 hours	Unit-2-BR Unit-4 -DM Unit -6- PSD
		RESEARCH METHODS & PROJECT WORK (FACACOR14T)	Module – 1 :Research Methodology Module – 2: Project Work	Materials are provided from various text books, e books, academic and government websites; research articles etc.	Project	15 hours	Economics Department PSD, BR & DM
		FINANCIAL STATEMENT ANALYSIS (FACADSE07T)	Unit-1 Introduction to Financial Statements Analysis Unit-3 Fund Flow and Cash Flow Statements UNIT 4: Equity Analysis UNIT 5: Corporate Distress Prediction	Lectures, Chalkboard Splash, Audio Visual Aids, Google Classroom, Google Meet. Materials are provided from various text books, e books, academic and government websites; research articles etc.	Internal Assessment	30 hours	Unit -1-BR Unit -3 -SS Unit -4-PSD Unit -5 -KPJ
		BUSINESS ETHICS & CORPORATE GOVERNANCE (FACADSE08T)	Module I :Business Ethics Unit 2 : Social Aspects of Business Ethics Unit 3: Managing Ethical Dilemmas Module II Corporate Governance Unit 2: Major Corporate Scandals in India and Whistle-blowing policy Unit 3: Corporate Social Responsibility (CSR)	Lectures, Chalkboard Splash, Audio Visual Aids, Google Classroom, Google Meet. Materials are provided from various text books, e books, academic and government websites; research articles etc.	Internal Assessment	30 hours	Module I :Business Ethics Unit -2 -SS Unit -3 -DM Module II Corporate Governance Unit -2&3-BR
	Programme Course	MARKETING MNGT AND HUMAN RESOURCE MNGT (FACGGEC02T)	Unit – 3 : Physical Distribution & Promotion Unit – 4 : Fundamentals of HRM Unit – 6 : Maintenance of Human Resource	Lectures, Chalkboard Splash, Audio Visual Aids, Google Classroom, Google Meet. Materials are provided from various text books, e books, academic and government websites; research articles etc.	Internal Assessment	30 hours	Unit - 3 -SS Unit -4 - BR Unit -6 -DM
		FINANCIAL STATEMENT ANALYSIS (FACGDSE07T)	Unit-1 Introduction to Financial Statements Analysis Unit-3 Fund Flow and Cash Flow Statements UNIT 4: Equity Analysis UNIT 5: Corporate Distress Prediction	Lectures, Chalkboard Splash, Audio Visual Aids, Google Classroom, Google Meet. Materials are provided from various text books, e books, academic and government websites; research articles etc.	Internal Assessment	30 hours	Unit -1-BR Unit -3 -SS Unit -4-PSD Unit -5 -KPJ
		BUSINESS ETHICS & CORPORATE GOVERNANCE (FACGDSE08T)	Module I :Business Ethics Unit 2 : Social Aspects of Business Ethics Unit 3: Managing Ethical Dilemmas Module II Corporate Governance Unit 2: Major Corporate Scandals in India and Whistle-blowing policy Unit 3: Corporate Social Responsibility (CSR)	Lectures, Chalkboard Splash, Audio Visual Aids, Google Classroom, Google Meet. Materials are provided from various text books, e books, academic and government websites; research articles etc.	Internal Assessment	30 hours	Module I :Business Ethics Unit -2 -SS Unit -3 -DM Module II Corporate Governance Unit -2&3-BR

Recommended Text books:

Financial Management

Suggested Readings

- Subrata Kar Nimai Bagchi, Financial Management, DEY BOOK CONCERN
- James C. Van Horne and Sanjay Dhamija, Financial Management and Policy, Pearson Education
- Levy H. and M. Sarnat. Principles of Financial Management. Pearson Education
- B. Banerjee, Financial Policy & Management Accounting, PHI
- M.Y. Khan & P.K. Jain, Basic Financial Management, McGraw Hill Education



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- P. Chandra, Fundamentals of Financial Management. McGraw Hill Education
- I.M. Pandey, Financial Management. Vikas Publications
- R.P. Rustagi, Fundamentals of Financial Management. Taxmann Publication Pvt. Ltd.
- R.Kothari, Financial Management, Sage Publication
- Dr. D. Sur & J. Sarkhel, An Introduction to Financial Management, Book Syndicate Private Limited.

RESEARCH METHODS & PROJECT WORK

Suggested Readings

- Krishnaswamy, K.N., Sivkumar, K.I., Mathirajan, M., Management Research Methodology, Pearson Education.
- Cooper, Donald R., Schindler Pomde S., Business Research Methods, Tata McGraw Hill.
- Kulkarni, M.V., Research Methodology, Everest Publishing House.
- Kothari, C.R., Research Methodology – Methods & Techniques, New Age Intl.
- Ahuja, Ram., Research Methods, Rawat Publications.
- Russell, Ackoff, L., The Design of Social Research, University of Chicago Press.
- Wilkinson, T.S. and Bhandarkar, P.L., Methodology and Techniques of Social Research, Himalaya Publishing House.
- Goon, A.M. Gupta, M.K. and Dasgupta, B., Fundamentals of Statistics, The World Press.
- Johnson, Richard A., Wicheres, Dean W., Applied Multivariate Statistical Analysis, Pearson Education.
- Bennet, R: Management Research, ILO, Geneva
- Fowler, Floyd J. Jr., Survey Methods, Sage Publication, New Delhi
- Fox, J.A. and P.E. Tracy: Randomized Response: A Methods of Sensitive Surveys, Sage Publication, New Delhi
- Gupta, S.P. Statistical Methods, Sultan Chand, New Delhi.
- Golden, Biddle, Koren and Karen D. Locke, Composing Qualitative Research, Sage Publication, New Delhi.

FINANCIAL STATEMENT ANALYSIS

Suggested Readings

- Dr. Anjan Bhattacharya Madan Mohon Jana, Financial Statement Analysis, B.B.Kundu Grandsons.
- Dr. Jayanta Ghosh, Financial Statement Analysis, TEE DEE PUBLICATIONS
- M Hanif A Mukherjee, Financial Reporting & Financial Statement Analysis, Mc GRAW HILL
- Lev, Financial Statement Analysis-a new approach, Prentice Hall.
- Foster G, Financial Statement Analysis, Prentice Hall.
- White, Sondhi & Fred, Analysis and Use of Financial Statement, John Wiley.
- Bernstein & Wild, Financial Statement Analysis; theory, application & interpretation, McGraw Hill.
- Bhattacharyya, Asish K., Introduction to Financial Statement Analysis, Elsevier.
- Ormiston, Understanding Financial Statement, Pearson.
- Subramanyam, K.R. and Wild, Financial Statement Analysis, McGraw Hill.

BUSINESS ETHICS & CORPORATE GOVERNANCE

Suggested Readings

- Fernando, A.C., Business Ethics: An Indian Perspective, Pearson Education
- Murthy, C.V.S., Business Ethics – Text and Cases, Himalaya Publishing House
- Fernando, A.C., Corporate Governance: Principles, Policies and Practices, Pearson Education
- Bajpai, G.N., The Essential Book of Corporate Governance, Sage
- ICSI, Study Material of Professional Programme, Module 2, Paper 6, Ethics, Governance and

- Sustainability

MARKETING MANAGEMENT AND HUMAN RESOURCE MANAGEMENT

Suggested Readings

- Gongopadhyay Bagchi, Marketing Management & Human Resource Management, DEY BOOK CONCERN
- Prof. A. K. Ghosh: Human Resource Management (with cases) : Manas Publications.
- Dr. P. Dhar, M. Maity & B. Baidya : Fundamentals of Marketing & Human Resource Management: International Publishing House.
- Sushil Mukherjee & Kallol Saha, Marketing Management & Human Resource Management, B.B. Kundu Grandsons
- C. B. Matoria & S. V. Gankar: Human Resource Management : McGraw Hill
- V.S.P. Rao : Human Resource Management : (Excel Books)
- P. Subba Rao: Essentials of Human Resource Management and Industrial Relations- Text Cases and Games : Himalaya Publishing House
- Michael Armstrong : A Hand Book of Human Resource Management : Kogan Page Ltd.
- M. S. Saiyadin: Human Resource Management : Tata McGraw Hill
- Gary Dressler : Human Resource Management : Prentice Hall
- DeCenzo Robbins: Personnel/Human Resource Management: Prentice Hall.
- K. Aswathappa, Human Resource Management, Himalaya Publishing House.

BUSINESS COMMUNICATION & E-COMMERCE

Suggested Readings

- D L Datta Dr. S K Debnath E- Commerce & Business Communication, TEE DEE PUBLICATIONS
- Anjane, S. & Bhavana Adhikari, Business Communication, TMH
- Chaturvedi & Chaturvedi, Business Communication : Concepts, Cases and Applications, Pearson
- M.K. Shegal & Vandana Khetarpal, Business Communication, Excel Books
- Dhar, Maity and Baidya, Fundamentals of Business Communication & E-commerce; International Publishing House, Kolkata; May, 2018.
- R.K. Madhukar, Business Communication, Vikash Publishing House Pvt. Ltd.
- Rao, Kumar & Bindu, Business Communication, Cengage

